

# Student Handbook 2014 - 2015

## *Preface*

The Governors State University's (GSU) community standards strive to promote a safe and secure community which values academic freedom, integrity, excellence in scholarship, justice, diversity, and access to educational opportunities; while treating each student with dignity and respect.

Student Conduct (Policy 4), is the primary policy for the University's student expectations. This handbook outlines the administrative procedures for remedying conduct of students and/or recognized student clubs/organizations that fail to abide by the University's community standards.

Community Standards' mission is fulfilled by:

- Developing, disseminating, interpreting, and enforcing the Student Code of Conduct
- Promoting a campus environment that supports the overall educational mission of the University by educating students about their rights and responsibilities as university community members
- Responding to allegations in a fair, consistent and timely response to guarantee that due process is afforded to each student
- Supporting students during the conduct experience in an effort to foster life-long learning skills regarding behavioral standards of the community
- Offering educational and leadership opportunities for students who participate in the operation of the student conduct system

The Office of the Dean of Students is responsible for enforcing the Student Conduct (Policy 4). Therefore, the Office of the Dean of Students will educate students and recognized student clubs/organizations about the University's community standards and will manage a fair and just outcome when those community standards are not met.

This 2014/15 Student Handbook is effective August 1, 2014.

## **Knowledge/Interpretation Statement**

The policies and procedures listed within the student handbook don't comprehensively outline all of the University's rules and regulations. For additional policies and procedures feel free to visit [www.govst.edu/policies](http://www.govst.edu/policies) or the Governors State University Catalog at [www.govst.edu/catalog](http://www.govst.edu/catalog)

Any question of interpretation or application of this Student Handbook or the Student Conduct (Policy 4) will be referred to the Office of the Dean of Students for final determination.

## **Procedures for Amending Content in the Student Handbook**

Proposed changes to the Student Handbook are welcome by all GSU community members; however, the Student Conduct Committee as a standing committee, with the addition of a member from the Educational Policies Committee, whose role includes insuring that procedures are aligned with policy, is responsible for final approval of proposed amendments.

All final changes to procedures implementing the Student Code of Conduct must be approved by at least two-thirds of the committee (Student Conduct Committee plus the EPC member). Approved amendments are finalized and held until the beginning of the following academic year and/or the effective date for the following academic year's Student Handbook.

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## SECTION ONE: UNIVERSITY BASICS



It is important that we all know what to expect of one another and how we make our shared values come to life every day. Our mission isn't a static statement – it's what we live by:

Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region and being a model of diversity and responsible citizenship.

Everyone on campus has a responsibility for helping us as we strive for academic freedom, integrity, excellence in scholarship, justice, diversity and access to education. Our STUDENT CODE and other university policies will give you clear guidance on both what you can expect from GSU faculty and staff, and what we can expect from you.


We wish you the best this academic year. And remember, we're here to help you succeed.

Dr. Elaine P. Maimon  
President

Dr. Aurelio Manuel Valente  
Dean of Students

## **MISSION STATEMENT**

Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship.



## SECTION TWO: STUDENT RIGHTS

### 2.1 General Responsibility of Students

Governors State University recognizes the basic rights and responsibilities of the members of the University and accepts its obligation to preserve and protect those rights and responsibilities. Further, the University must provide for its members the opportunities and protections which best serve the nature of the educational process. The Student Conduct Code governs the behavior of students of the University and it must ensure that the basic rights of the individual as well as the practical necessities of the community are met.

As members of the academic community, students are entitled to the same rights and protections enjoyed by members of society. Students are subject to certain obligations by virtue of membership in the University community. Students are subject to civil law, the enforcement of which is the responsibility of duly constituted civil authorities.

The accrediting groups for the various academic programs at Governors State University may have different ethical standards and requirements regarding student conduct which complement the University's student conduct policy and procedures.

When students violate a University regulation, they are subject to disciplinary action by the University whether or not the conduct violates civil laws. When a student has allegations of violating federal, state, and/or local laws, the University may investigate and address potential conduct code violations. The University conduct process shall go forward notwithstanding any criminal complaint that may arise from the same incident.

Each GSU student is accountable for his/her actions. Students may be held responsible for the actions of their guests. When a Guest commits a violation, the student host may be charged with violating of the student code of conduct. Guests include but are not limited to: University guests, guests of students residing in University owned and operated residence halls. Students may be held accountable for the behavior of their guests including restitution for property damage. Students and their guests are expected to follow the rules and regulations defined in the following Student Code of Conduct.

Students are expected to:

1. treat students, faculty and staff of the University with fairness and respect,
2. represent themselves in an honest manner (see Policy 24-Academic Honesty),
3. respect University property and the activities conducted at University facilities, or University-sponsored events,
4. respect the property of others, and
5. uphold University policies and all applicable laws.

University is expected to:

1. be in compliance with the Fourteenth Amendment of the U.S. Constitution, *1961 Dixon v. Alabama Board of Education* and *1974 Goss v. Lopez*, which requires all public

institutions of higher learning to afford students minimal procedural process before taking disciplinary actions;

2. ensure due process for all students: all students implied to be in violation of the student code of conduct must be informed of any charges and provided with an impartial opportunity to be heard on alleged charges against them.

## **2.2 Student Records (FERPA)**

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Governors State University maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student following the university's Access to Student Educational Records procedures for access to student records. The student records policy is intended to ensure the confidentiality of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The University has an obligation to limit access to student information to those legitimate uses defined in the policy, and to insure that data is stored securely to prevent unauthorized access. The following briefly outlines procedures for access to student records as required by FERPA. Questions regarding FERPA should be directed to the Registrar's Office, Room C1300 or (708) 534-4500.

The complete policy can be found under University Policies – Access to Student Educational Records (Policy 12) which can be found at: [www.govst.edu/policies](http://www.govst.edu/policies)

## **2.3 Religious Observances**

Governors State University will not discriminate against students for observing religious holidays and will reasonably accommodate the religious observance of individual students in regard to admission, class attendance, as well as the scheduling of examinations and academic work requirements.

- It is the responsibility of the student to notify (in writing) the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.
- Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the University or its staff.
- If a student feels he/she has been discriminated against, redress can be sought through the Student Grievance Procedure.

A more detail description of this University policy can be found at [www.govst.edu/policies](http://www.govst.edu/policies) under Reasonable Accommodation for Students' Religious Observances (Policy 38).

## **2.4 Sexual Misconduct**

Governors State University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. GSU is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Likewise the University prohibits discrimination on the basis of



gender in all University activities and programs. Any form of sexual harassment, including sexual assault and sexual violence, is a violation of [University Policy 52](#) and the Code of Student Conduct.

At GSU, we strive to comply with all applicable legal requirements prohibiting harassment against any member of the GSU community. In addition to facing University consequences, those who engage in sexual harassment, sexual assault and/or sexual violence may also be prosecuted criminally.

The University has a duty to prevent harassment, to have policies against it, to investigate complaints, and to take prompt action to stop harassment when it occurs.

If you experience sexual harassment or assault or know someone that has, we encourage you report it so that we can help an environment that is free of unlawful harassment.

Contact the Title IX Officer to report such incidents:

Joyce Coleman, Title IX Officer  
1 University Parkway (C-1360)  
University Park, IL 60484  
Telephone Number: 708-235-7169  
Fax: 708-534-1642  
Email: [jcoleman7@govst.edu](mailto:jcoleman7@govst.edu)

To learn more about Title IX, please visit:

[www.govst.edu/About/Offices\\_and\\_Departments/Human\\_Resources/Title\\_IX/](http://www.govst.edu/About/Offices_and_Departments/Human_Resources/Title_IX/)

## **2.5 American Disabilities Act**

Governors State University complies with the Americans with Disabilities Act of 1992 and with Section 504 of the Rehabilitation Act of 1973 as well as other federal and state legislation which states that, “No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.” Access Services for Students with Disabilities (ASSD) is dedicated to creating an accessible environment and equality of educational opportunities for students with documented disabilities. Legally mandated access and accommodations are available to all qualified students who self-identify with ASSD. Students must provide documentation by a qualified professional that can verify the functional impact of the disability as well as recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. For more information and/or to arrange for appropriate accommodations, please contact the Director of Student Disability Services in the Academic Resource Center – B1215 or (708) 534-4090 [www.govst.edu/arc](http://www.govst.edu/arc)

## 2.6 Good Samaritan Practice

The health and safety of every Jaguar student is important to GSU. The Office of the Dean of Students recognizes that the potential for a misconduct action may deter students from seeking needed medical assistance for a fellow student or themselves. As a university we support and encourage all students to reach out for assistance in cases of a medical emergency and/or when you see a fellow Jaguar in need. Through the Office of the Dean of Students' *Good Samaritan* practice, students are encouraged to be empowered witnesses who respond to a potentially risky circumstance, such as alcohol overdose, without fear of penalty from the University. For that reason, a *Good Samaritan* who makes a call to obtain medical assistance will not face formal non-academic misconduct disciplinary action, as long as the student has committed no violation of the Student Conduct (Policy 4) other than the possession and/or use of alcohol/drug by persons under 21 or intoxication in or on any property owned, controlled or used by Governors State University, including residence living. GSU's *Good Samaritan* practice also can apply to situations that may arise during an approved university-sponsored activity where alcoholic-beverages may be served and an individual may need medical assistance as a result of the over-consumption of alcohol. In such cases, the Office of the Dean of Students will also consider the *Good Samaritan* practice. Nevertheless, should a situation arise, the Office of the Dean of Students will consider the actions taken by a student and/or student club/organization/team into consideration when addressing any Student Conduct (Policy 4) violation.

For medical assistance, contact the Department of Public Safety (DPS) 708-534-4900 or 911. All students who reach out for assistance need to self-identify so that the university can recognize your *Good Samaritan* practice.

For more information about the Office of the Dean of Student's *Good Samaritan* practice, please contact us at [deanofstudents@govst.edu](mailto:deanofstudents@govst.edu) or 708-534-7595.

## SECTION THREE: STUDENT CODE OF CONDUCT

### 3.1 Community Standards Mission

Governors State University's Office of the Dean of Students strives to promote a safe and secure community which values academic freedom, integrity, excellence in scholarship, justice, diversity, and access to educational opportunities; while treating each student with dignity and respect.

### 3.2 Jurisdiction of the Student Conduct System

The [Student Conduct \(Policy 4\)](#) outlines the student conduct system for the administration of fairness for students of Governor State University. The policy establishes standards of behavior, both academically and behavioral, for the GSU student body. The identified standards of behavior may be applied to student behavior both on and off campus.

**Institution/University/School** is Governors State University

**University community** includes all persons associated with the University as students, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), or members of the public lawfully in attendance at a University activity or present on University premises.

- The Student Conduct Code is applicable to both individual Students and recognized student organizations/clubs.
  - **Student** is a person currently enrolled at a campus or in a course, program or activity of the University, including without limitation, all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies in any University school/college or program. During the recess period, between semester or the summer period, it includes those individuals who have completed the immediately preceding term and who are eligible for enrollment or graduation. For any individual who becomes subject to discipline while a student his/her student status shall continue for disciplinary processing purposes until all University/ proceedings have been concluded.
  - **Organization** is a group of persons who have complied with University requirements for registration or recognition.
- The Student Conduct Code is applicable to misconduct both on and off campus. All students and recognized student organizations/clubs are expected to follow all relevant policies and procedures listed within the University policy library and your respectful program of study.
  - **University premises** are buildings or grounds owned, leased, operated, controlled, or supervised by the University.
  - **University sponsored activities** are all University sponsored educational programs and services; extracurricular programs, events, or functions (including religious, service, leadership, social, recreational and athletic) administered or coordinated through the University or one of its schools, departments or approved

organizations; as to each whether occurring on or off University premises.

- The Student Conduct Code applies to all University locations, University-sponsored events, property owned by the University, and events sponsored by recognized student organizations/clubs.
- The Student Conduct Code applies to actions and behaviors displayed in person and/or through the use of any electronic medium.
- The University reserves the right after the review of Special Admissions Committee to deny admittance to any person because of prior misconduct that may significantly affect the interest of the University or admit such a person with a conditional admittance applicable disciplinary status.
- The Student Conduct Code may not apply to the following University relationships with Students:
  - Academic Grievance Procedures: Student grievances over grades should be directed to the Academic Grievance Policy (Policy 5).
  - Employment Procedures: Student work, federal work study, graduate assistant disputes should be directed to the appropriate parties (e.g.: Office Financial Aid or Human Resources).

### **3.3 Misconduct**

For the most up-to-date list of policies associated with misconduct please visit [www.govst.edu/policies](http://www.govst.edu/policies) under Student Conduct (Policy 4) and Academic Honesty (Policy 24).

#### **3.31 Academic Misconduct includes:**

All violations of academic honesty related to fulfilling academic requirements, including but not limited to cheating, plagiarism, and/or knowingly assisting other students to engage in such conduct (see [Policy 24 Academic Honesty](#)).

#### **Academic Misconduct Procedures**

##### **Faculty Jurisdiction**

The faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member.

1. The faculty member may personally meet with the student to discuss misconduct and its consequences (e.g. zero on an exam, a lower grade for the course, etc.). If the faculty member determines that this consequence is sufficient to resolve the misconduct, a written record of the incident and its resolution needs to be drafted by the faculty member to record the resolution of this matter. A copy of the letter of understanding and/or record of disciplinary action shall be sent to the chair of the program offering the course. The

chair will then forward a copy to the dean of his/her college and the Office of the Dean of Students.

2. If the faculty member determines that the student's misconduct cannot be resolved by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, the faculty member must request a meeting with the division/department chair/unit director to discuss the matter.
3. The division/department chair/unit director and faculty member shall meet to determine if the misconduct warrants disciplinary sanctions. If so, the division/department chair/unit director drafts a letter to the dean of the college and the dean of students outlining the details of the misconduct and recommendations for sanctions or further action.

#### Office of the Dean of Student Jurisdiction

Upon receiving notice of the alleged violation of policy, the dean of students (or designee) shall determine if the case should be heard by an administrative hearing officer.

1. The administrative hearing officer shall personally meet with the student to discuss misconduct, decide on students' level of responsibility, and sanctions, if appropriate. At the conclusion of the hearing, the administrative hearing officer presents their findings to student(s) in a written Conduct Agreement Summary. Student(s) must sign and acknowledge conclusion of the hearing, which must also include a review of the appeal process.
2. A copy of the Conduct Agreement Summary form shall be sent to the dean of students (or designee) and filed in the student conduct record.

#### Student Jurisdiction

For the most up-to-date and detailed description of the procedures for students to allow regarding academic misconduct, please visit [www.govst.edu/policies](http://www.govst.edu/policies) under the Academic Grievance Policy and Procedures (Policy 5).

1. Informal Resolution
  - a. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern.
  - b. The student must seek this informal resolution *within fifteen working days* (when classes are in session) of the occurrence of the issue. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division/department chair.
2. Filing a Grievance
  - a. To file an official academic grievance, the *student must submit a written statement* to the division/department chair of the collegial unit in which the course is offered.

- b. The division/department chair must receive *the written grievance statement within thirty calendar days of the event* which led to the grievance.
  - c. The written grievance must state the reasons for the grievance and the remedy that is sought.
3. Request for Extension of Filing a Grievance
- a. The student may request a *one-time extension of the thirty-day time period* in which a grievance must be filed.
  - b. This request must be in writing to the division/department chairperson prior to the end of the thirty-day period with reasons and requested time for extension.
4. Determination of Grievances (*please check with your college dean for the most up-to-date information*).
- a. Determination if the Grievance is an Issue of Substance
    - i. Upon receipt of the grievance, the division/department chair has seven working days (when classes are in session) to determine if the grievance is an issue of substance.
    - ii. Within seven working days (when classes are in session) after receiving the grievance and upon determination it represents an issue of substance covered by the context of the procedures, the division/department chair shall refer the grievance to the chair of the College Grievance Committee.
    - iii. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within seven working days (when classes are in session) of receiving the grievance.
    - iv. If the grievance chair is unable to mediate a satisfactory solution, he/she shall request in writing that the faculty/administrator involved submit a written response to the student's grievance.
    - v. The response is to be received by the grievance chair within seven working days of the request (when classes are in session).
    - vi. The grievance chair shall convene the Student Grievance Committee within ten working days (when classes are in session) of receiving a written response from the faculty/administrator involved.

### **3.32 Code of Conduct (Non-Academic Misconduct)**

All non-academic misconduct shall be directly sent to the Office of the Dean of Students for evaluation and determination of disciplinary actions at the university level, when appropriate.

- A. Any member of the University community may notify the dean of students (or designee) of violations of the University standards of conduct via the [online incident report](#). No complaint will be forwarded for a hearing without reasonable proof to support a violation of the policy. Unsupported/unreliable complaints may not be forwarded for a hearing.

- B. Written complaints, reports involving student conduct, procedures for handling disciplinary cases and the results of conducted hearings shall be maintained in the Office of the Dean of Students.

The dean of students (or designee) shall be responsible for all administrative details involved in academic and non-academic student conduct referrals.

*Non-Academic Misconduct includes, but is not limited to:*

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance including prescription or over the counter medications.
2. Furnishing false or misleading information to the University including but not limited to: election tampering; unauthorized use of University organizational names and images; failure of any student to accurately report criminal records to the university.
3. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
4. Endangering the physical, mental, or sexual health or safety of any individual such as, assaulting, bullying, engaging in sexual misconduct, threats, harassment, dating violence, and/or abuse.
  - a. Sexual misconduct includes engaging in any physical or verbal acts related to sexual activities between individuals that is accomplished through force or the threat of force, or without full and informed consent of all parties involved Anti-Discrimination and Harassment (Policy 52).
  - b. Bullying behavior may include the systematic and chronic infliction of physical hurt or psychological distress by threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.
5. Recording of Images without Consent. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent and when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence living space, and restrooms. The sharing and/or distributing of such unauthorized records by any means.

6. Disruptive behaviors or acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University or the rights of other members of the University community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment, such as in on-line classes. This also includes behavior off campus during a University sanctioned event or activity or an event where the student serves as a representative of the University (including, but not limited to an organizational leadership role).
7. To disrupt or obstruct or attempt to disrupt or obstruct any speaker invited to appear on the campus by the University or a University-recognized organization; this includes all forms of rioting (harm to self, others, damage of property).
8. Willfully damaging or destroying property of the University or that of another person.
9. Except as otherwise provided in University policy, the sale, delivery, possession, distribution, and consumption of alcoholic beverages in or on any property owned, controlled or used by Governors State University, including residence living. According to 235 ILCS 5/ Liquor Control Act of 1934, the legal age for alcohol consumption is 21. University property includes University vehicles or personal vehicles while being used for University business.
10. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
11. Knowingly violating terms of any disciplinary sanction imposed in accordance with the Student Code of Conduct.
12. Failure to comply with the directions of University officials, including campus police officers acting in performance of their duties.
13. Forgery, unauthorized alteration, or unauthorized use of any University document or identification card.
14. Unauthorized presence in or use of University premises, facilities, or properties.
15. Theft or damage to public or private property.
16. Unauthorized use of others' property without proper authorization, including goods and services.



17. Misuse of University computer systems, laboratories, equipment, or software in violation of University policies.
18. Comments or actions that disparage other individuals based on religious affiliation, gender, age, race, disability, sexual orientation or gender identity.
19. Any form of gambling, playing any games and/or extra-curricular activities for money or property, or otherwise placing bets on uncertain outcomes.
20. Violating any regulation defined by the residence hall handbook, or established within the housing contract, or any supplementary rules communicated by the university housing staff.
21. Indecent exposure of the body, including, but not limited to urination or defecation in public.
22. Committing or attempting to commit any act that is or would be a violation of local, state, or federal law on campus or at University-sponsored events including tampering and damaging fire safety or security equipment.
23. Aiding another person in the knowingly committing a violation of the Student Code of Conduct.
24. Failure to comply with University process (e.g.: conduct, appeals, academic integrity)

### **Student Non-Academic Misconduct Process**

Incident reports or other written complaints alleging violations of the Student Code of Conduct will be referred to the [Office of the Dean of Students](#), who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant a hearing. In the process of this review, the students involved in the case will be asked to meet with a designated representative from the Office of the Dean of Students in an administrative meeting to discuss the potential charges and their response to them.

During the course of the school year, cases are normally assigned to an administrative hearing officer or the Student Conduct Committee for hearing and resolution. Exceptions to this procedure include, but are not limited to:

- Cases in which a student is not contesting the charges or recommended sanctions;
- Periods when the Committee is not in session, (e.g.: academic break periods, university break periods, periods at the start of each semester prior to the convening of the committee);
- Serious cases that pose a special need for confidentiality (e.g.: Title IX cases)

Following the assignment of a case the Office of the Dean of Students, the office will then:

- Notify the student of the potential charges and meeting/hearing date;
- Provide the student with general information related to the hearing process;
- Provide the student with time to review copies of relevant reports to be used at the meeting/hearing.

The university student code process is not a criminal or judicial trial/practice. The purpose of the meeting/hearing is to determine what transpired during the incident and whether the code of conduct was violated, and by whom. The meeting/hearing process is designed to educate students and hold them accountable for their conduct and decision-making.

The Office of the Dean of Students will give written notice of an administrative meeting or conduct hearing to the accused student, recognized student club/organization, complainant, or victim/survivor. The notice will include the date, time, and location of the meeting/hearing. Students are responsible for informing the Registrar's Office of any changes to their current address. All documentation from the Office of the Dean of Students that is mailed to the current listed address with the Registrar's Office and listed GSU student email address will constitute as a valid notification for all parties.

1. Incident is reported/submitted
2. Incident determined *valid or invalid*
3. Accused student (respondent) is notified via GSU email. The notification will include any alleged violation(s) as well as the time and place of their administrative meeting.
  - a. Such meeting can be rescheduled only once at the discretion of the Office of the Dean of Students

### Students' Rights as a Victim/Accused in the Disciplinary System

A student is not required to appear at a meeting/hearing, you are given certain due process (procedural) rights that are in compliance with the Fourteenth Amendment of the U.S. Constitution, 1961 *Dixon v. Alabama Board of Education* and 1974 *Goss v. Lopez*, which requires all public institutions of higher learning to afford students minimal procedural process before taking disciplinary actions; ensure due process for all students: all students implied to be in violation of the student code of conduct must be informed of any charges and provided with an impartial opportunity to be heard on alleged charges against them.

Please familiarize yourself carefully with the following:

1. You will be given the opportunity to read all written reports to be presented at the meeting/hearing regarding the circumstances and allegations of the case. (To protect the rights of others involved, presented documentation may be redacted.)
2. You will be given reasonable accommodations for concerns related to personal safety, well-being, and/or fears of confrontation of the respondent/accused student, complainant/reporter, victim/survivor during the hearing process.

3. You will have an opportunity to give your reaction to the report(s) and to offer any additional information that might be helpful in resolving the case.
4. Both accused and victim/survivor will be provided with an opportunity to meet with the dean of students (or designee) to share their information about the incident as well as receive information and resources for the accused and/or victim/survivor. Contact between both parties may be limited to necessity.
5. You have the right to question persons giving testimony.
6. You have the right to present witnesses on your behalf (either to verify your character or to substantiate circumstances related to the case). Please see the Student Conduct Witness Tips listed on page 21 for further information on how to request witnesses for your hearing.
7. You have the right to request separate meeting/hearing for misconduct involving more than one respondent/accused student. Jointed meetings/hearings must be approved of the hearing officer/Student Conduct Committee and respondent/accused student(s).
8. You have the right to request an appeal (see section 3.5 for the appeal process).
9. You will receive written notification of the results of your meeting/hearing within 10 working days of the hearing.

### Hearing Options

1. **Administrative Meeting:** An informal conversation between a student (respondent/accused) and the administrative hearing officer where the violation is initially discussed. The staff member has the option to hold a student responsible, to dismiss charges, or further investigate based upon preponderance of evidence.
2. **Student Conduct Committee:** The Student Conduct Committee shall be a standing committee to hear cases (academic and non-academic) of alleged serious violations or repeat of minor/mid-level violations. The Student Conduct Committee also hears all level-two appeals.
  - a. The committee shall determine student misconduct and disciplinary action.
  - b. The committee shall be composed of seven persons as follows: four students appointed by the Student Senate and two alternates, two faculty members appointed by the Faculty Senate and one alternate; one administrator appointed by the dean of students and one alternate.
    - i) The chairperson shall be chosen from within the committee. Responsibilities of the chair shall be guided by documented procedures supporting this policy.
    - ii) All members shall serve two-year, staggered; renewable terms; student and faculty/staff must be in good standing with the university.

- iii) At least four members (representing at least two different groups) must be present to conduct a hearing.
- iv) Individual members must recuse themselves from hearing any case in which they feel they could not render an impartial judgment.

The administrative hearing officer or the Conduct Committee will conduct meetings/hearings in a fashion consistent with the [Student Conduct \(Policy 4\)](#). Following all meetings/hearings, the Office of the Dean of Students will formally notify the student in writing of the findings and sanction(s) to be imposed, if applicable. All meetings/hearings are recorded and stored electronically in the student’s file.

1. **Student Attends Administrative Meeting:** The administrative hearing officer shall personally meet with the student to discuss misconduct. During this meeting, the student is officially informed of allegations, and is also allowed to present their side, student is notified of investigation and conduct process, as well as their rights as a student.
  - a. Student has *a private administrative meeting*. Only administrative meeting officer(s) and students connected to the case are allowed to attend.
  - b. *Student fails to attend administrative meeting*. After the second notice, the student then forfeits their rights to provide an initial personal statement. This forfeiture then results in the automatic processing of the conduct process/decision.
  - c. *Other*. Additional administrative meetings are allowed if additional information is needed in order to make a final decision.
  - d. At the conclusion of the meeting, the administrative hearing officer presents their findings to student(s) in a written Conduct Agreement Summary Form. Student(s) must sign this form to acknowledge the content of the meeting.
    - i. The Conduct Agreement Summary Form will contain a list of any alleged conduct violation(s), their status (responsible, not responsible, pending further review) and recommendations for sanctions when appropriate. (To see a copy simply go to the student handbook website [www.govst.edu/studenthandbook](http://www.govst.edu/studenthandbook) ). This form will also include a review of the appeal process.

2. **Student Attends Student Conduct Hearing:**  
Hearing Guidelines

**Call Hearing to Order:** Chair

- a. Introductions:
  - i. “In keeping to the Student Conduct (Policy 4), the Student Conduct Committee asks everyone in the room to state your first name for hearing quorum purposes.”
    1. Begin by identifying the respondent/accused student-
    2. Identify University Representative(s) –
    3. Student Conduct Committee –
    4. Other representative(s) (Police, record-keeper, observers, etc.) –

- b. Witness(es) Statements:
  - i. Each party will be invited to the hearing table (one at a time) and asked to state their first name and to give a truthfully detailed description of what happened during the incident or your experience with the respondent. Following each individual statement given by each witness, the identified party of the accused will begin by asking any additional questions that they may have. The respondent, the university representative, as well as the committee will then all have opportunities to pose any questions that they may have (in that order). If there is a question that the accused does not wish to answer, then they have the right to respectfully decline or to address the committee with their concern.
- c. Observers/Legal/Advisors:
  - i. Observers/legal/advisors are not permitted to counsel/advise/guide while the hearing is in session. If any party disturbs the hearing process, you will be asked only once to stop, they will only be given one warning to cease from disrupting the process again, and will be promptly removed from the hearing room as well as the rest of the hearing process should their behavior persist.
- d. Statement Order:
  - i. Witness statement
  - ii. Witness party questions
  - iii. Other party questions
  - iv. Committee questions

**Hearing Begins:**

All questions must be directed to the hearing chair. Also all presented information must be pre-approved by the Office of the Dean of Students, prior to the hearing.

- e. Due Process Statement: “(Student Name), please answer this question by confirming with a yes or no answer, did you receive a statement of the charges and a copy of the Student Code of Conduct?”
  - i. “(Student name) please answer this question with a yes or no answer, Do you (Student name), wish to accept responsibility for any or all of the identified potential violations of the Student Conduct (Policy 4)?”
- f. Presentation of Information:
  - i. University representative presents his/her case
    - 1. Opening statement
    - 2. Call of witnesses
  - ii. Student (respondent/accused) presents his/her case
    - 1. Opening statement
    - 2. Call of witnesses

**Closing Hearing:**

- g. All non-conduct committee members are dismissed (the university representative(s), police, witness, and respondent/accused student).”

### Deliberation Phase

[Responsible] [Not responsible]

### Sanction Phase

This phase will occur only if the accused student is found responsible for violating the Student Code of Conduct. Please review section 3.4-Sanction for potential outcomes.

3. **Decision Notice:** Letter is sent via mail and to GSU email (with read receipt), includes charges, sanction(s) and appeal process. *If there is no disciplinary action needed* a letter is still sent regarding no action taken.
  - a. **Findings**
    1. *Responsible/agrees.* Violation(s) and sanction(s) are stated in the Decision Notice and the Conduct Agreement Summary (administrative meetings only), a copy is given to the student and original goes into their student disciplinary file.
    2. *Not Responsible.* Stated in the Decision Notice and the Conduct Agreement Summary (administrative meetings only), a copy is given to the student and original goes into their student disciplinary file.
    3. *Responsible/disagrees/Appeals.* Violation(s) and sanction(s) are stated in the Decision Notice and the Conduct Agreement Summary (administrative meetings only) is signed as proof of attendance. The student is provided with a copy, and the original goes into their student disciplinary file.

### Student Conduct Witness(es) (Need to Know Tips)

Respondents/accused students that wish to have witnesses to speak about what happened and/or speak to their character must inform the Office of the Dean of Students at least 72 hours prior to their scheduled hearing. All witnesses must be pre-approved by the Office of the Dean of Students. Approved witnesses will receive an email notification from the Office of the Dean of Students to confirm their desire to serve as a witness. Once witnesses confirm their notification, the respondent/accused student will be notified of approval.

As a witness to a Governors State University student conduct hearing, it is important to know your role in the process and information that will help you along the way. The following information can serve as a guide for you:

- Upon arrival, you should check in with the Office of the Dean of Students (A2134). We ask that you arrive early if possible.
- A student conduct hearing usually consists of a university representative, the Student Conduct Committee, the accused student, a police officer, and any approved witness (es).
- Hearings are projected to last (1) hour, however, in some cases they may exceed that projected timeframe.

- You will be called into the hearing during the allotted time for witness examination or will be invited into the hearing process at the beginning of the hearing.
- You will be asked to state your name (e.g.: “Please state your name and give a detailed description of what happened during the incident or your experience with the accused student.”)
- All conduct hearings are audio recorded.
- In the hearing, you will be asked to provide us with what you saw/ heard/ or speak about one’s character, truthfully. If there is a question you do not wish to answer, you have the right to respectfully decline or address the committee with your concern.
- All hearings are confidential and matters of the case will remain within the hearing process.
- Following the completion of your role in the hearing, you may leave. If you are playing a dual role, meaning you are witness to both parties, you will be given further instruction during the hearing.

### 3.4 Sanctions

The following disciplinary sanctions shall comprise the range of official sanctions which may be imposed for violation of conduct regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the dean of students (or designee) for five (5) years following the last term of enrollment, except as noted under disciplinary suspension and disciplinary dismissal.

- Disciplinary Written Warning:** Is an official notice to a student that previous conduct was unacceptable and that future breaches of conduct shall be treated more severely.
- Educational Programs:** Educational programs include activities and assignments designed to increase awareness and education about the impact of violation on self and community. Completion and outcomes of these assignments should clearly articulated in hearing summary of findings. Failure to complete assignments as designated shall be considered a violation of the Student Code of Conduct.
- Disciplinary Probation:** Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the University. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the University is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may result in further disciplinary action.
- Disciplinary Suspension:** Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of University facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for registration in compliance with the academic good standing policy and the policy on continuing student

status then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.

- E. **Disciplinary Dismissal:** Disciplinary dismissal is the withdrawal by the University President of the privilege of registration and class attendance with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of University facilities is withdrawn by this action unless specific permission is obtained from the Dean of Students (or designee). Disciplinary dismissal is recorded on the student's academic record, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the President of the University. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal.
- F. **Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).
- G. **Restitution:** Requires a student to pay for damages to, or misappropriation of, University property, or the property of visitors to, or members of, the University community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).
- H. **Summary Suspension:** A summary suspension requires that a student immediately leave the campus. See Student Conduct (Policy 4) under Removal of Student from Campus Prior to a Hearing (Summary Suspension) for complete description.
- I. **Persona Non Grata:** Restricts a student or other person who is not welcome at Governors State University. Specifically, this restriction extends to all buildings, facilities and grounds of the University; any University-sponsored activities or events, both on and off campus (See also Campus Facilities Access and Security (Policy 45)).
- J. **Loss of Recognized Student Organization/Club Status:** Loss of all privileges identified within the student club/organization protocols, for a specified period of time.
- K. **University Housing Suspension:** Separation of the student from university housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- L. **University Housing Expulsion:** Permanent separation of the student from university housing.
- M. **Summary Suspension University Housing:** The Director of Auxiliary Services & University Housing or his/her designee in consultation with the Dean of Students may remove or temporarily suspend a student from university housing pending a hearing, if sufficient facts indicate that the student presents a threat to him/herself, or to others, or to the normal operations of the GSU community.



The below chart serves as a guideline for potential sanction recommendations, it is not an all included/fixed/required sanctioning outline.

Violation	1 <sup>st</sup> Time Offense (minor)	2 <sup>nd</sup> Time Offense (moderate)	3 <sup>rd</sup> + time Offense (serious)
Alcohol & Drug	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Restitution/Fine</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Restitution/Fine</li> <li>• Probation</li> <li>• Substance Use Assessment</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• No contact order</li> <li>• Restitution/ Fine</li> <li>• Substance Use Assessment</li> <li>• Parental Notification</li> </ul>
Abuse (Verbal, Threat Related)	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Educational Sanction</li> <li>• Restitution/Fine</li> <li>• No contact</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/ Loss of Privilege</li> <li>• Educational Sanction</li> <li>• Restitution/Fine</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact order</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/Dismissal/ Persona Non Grata/ Housing Expulsion</li> <li>• Restitution/Fine</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact order</li> </ul>
Abuse (Physical)	<ul style="list-style-type: none"> <li>• Suspension/Persona Non Grata/Loss of Privilege</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/Persona Non Grata/University Expulsion</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact</li> </ul>	<ul style="list-style-type: none"> <li>• Dismissal/University Expulsion/Persona Non Grata</li> </ul>
Harassment & Stalking	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Educational Sanction</li> <li>• Restitution/Fine</li> <li>• No contact (direct or indirect)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/Loss of Privilege/ Persona Non Grata</li> <li>• Restitution/Fine</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact (direct or indirect)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/Dismissal/ Persona Non Grata/Housing Expulsion</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact (direct or indirect)</li> </ul>
Sexual Misconduct	<ul style="list-style-type: none"> <li>• Suspension/Persona Non Grata/Loss of Privilege/Dismissal/Housing Expulsion</li> <li>• Complete Counseling Initiative (before returning)</li> <li>• No contact (direct or indirect)</li> </ul>	<ul style="list-style-type: none"> <li>• Dismissal/Housing Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NOT APPLICABLE</b></li> </ul>
Weapons	<ul style="list-style-type: none"> <li>• Suspension/Persona Non Grata/Loss of Privilege</li> <li>• Complete Counseling Initiative (before returning)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension/Persona Non Grata/Loss of Privilege/Housing Expulsion</li> <li>• Complete Counseling Initiative (before returning)</li> </ul>	<ul style="list-style-type: none"> <li>• Dismissal/Housing Expulsion/Persona Non Grata</li> </ul>

### 3.5 Appeals

Appeals are primarily granted based on:

- University error
- Detrimental/unforeseen circumstances
- New information that has been presented which was not available by the original request deadline

#### Academic Grievance Appeal Procedures

1. **Student Appeals of Faculty Disciplinary Action:** The student may appeal the faculty member's action of reducing a grade through the academic grievance process (see Policy 5, section IV). The appellate body for Faculty Disciplinary Actions is the Division/Department Chair.
2. **Appeal of the Division/Department Chair's Decision:** If the decision by the division/department chair is unsatisfactory to the grievant, the grievant may request a review by the dean.
  - a. The grievant's request must be made in writing within *ten working days* (when classes are in session) of receipt of the division/department chair's decision. The decision of the college dean is the last appellate body for such an appeal.

#### Student Conduct Appeal Procedures

1. **Administrative Meeting Appeal:** Student must submit a one page (maximum) letter explaining their need to appeal and all additional supporting documentation that they believe will be needed to effectively review their appeal request based on the above appeal criterion. Appeal to the Student Conduct Committee must be received by the Office of the Dean of Students *within ten (10) business days* of receipt of the decision notice. The appellate body for administrative hearing appeals is the Student Conduct Committee.
  - a. Student Conduct Committee receives an appeal and a hearing shall be scheduled to take place *not less than 5 and not more than 10 working days* following the date of receiving a student's appeal notification (when classes are in session).
  - b. **Student Conduct Committee Hearing**
    - i. The complainant(s) will not be required to participate, unless his/her personal testimony is essential to the disposal of the case. The Student Conduct Committee has *one (1) business day* to provide the dean of students/designee the committee's recommendation.
    - ii. The student will be notified of findings and sanction(s) through the Office of the Dean of Students' decision notice per a certified letter *within ten (10) business days (when classes are in session)* of receiving the recommendation of the Student Conduct Committee. Copies of the letter will be sent to the college dean, division/department chair, and provost's

office as well. The office of the Registrar and other needed parties will be included as needed.

2. **Student Conduct Committee Hearing Appeal:** Student must submit a one page (maximum) letter explaining their need to appeal and all additional supporting documentation that they believe will be needed to effectively review their appeal request based on the above appeal criterion. Appeal to the dean of students/designee must be received by the Office of the Dean of Students within *ten (10) business days* of receipt of the Student Conduct Committee's decision notice. The appellate body for the Student Conduct Committee is the dean of students (or designee).
  - a. The Office of the Dean of Students will investigate/review appeal information in order to make an informed decision. Appointments may be arranged to discuss your appeal.
  - b. Students will be notified of a decision *within two weeks of meeting and/or initial request* (email and mail).
3. **Dean of Students Appeal:** Appeal must be in writing and made within *seven (7) business days* of dean of students (or designee) decision notice to the provost or provost designee (unless the student has waived this right in writing).
  - a. Provost or provost designee receives appeal and must review within *ten (10) business days* of receiving. The provost/designee is the last appellate body for such an appeal. *Student is notified of binding outcome* with copies sent to the college dean, division/department chair, and Office of the Dean of Students.

#### Withdrawal Committee Appeal Procedures

The Office of the Dean of Students serves as the appellate body for the University Withdrawal Policy (Policy 6).

1. Please submit a one page (maximum) letter explaining your need to appeal and all additional supporting documentation that you believe will be needed to effectively review your appeal request based on the above appeal criterion. Submit information to the Office of the Dean of Students ([deanofstudents@govst.edu](mailto:deanofstudents@govst.edu)) *within 10 days of your denial letter receipt* from the Registrar.
2. If you would like to meet to discuss your appeal, please contact the Office of the Dean of Students to make an appointment. If we do not receive any additional information *within a week of your initial appeal request* with our office, we will proceed with the information we have to review your appeal.
3. The Office of the Dean of Students will investigate/review appeal information to make a decision.
4. Decision notification from the Office of the Dean of Students: Students will be notified of decision *within two weeks* of meeting and/or initial request. If your appeal is approved, please give the associated departments *at least two weeks* to make changes to your account.

### **3.6 Disciplinary Records**

The university disciplinary process is designed to educate students and hold them accountable for their conduct and decision-making. For that reason, disciplinary records are a part of a student's educational record. The disciplinary information is considered an educational record and is not subject to review by the public and must follow the guidelines in accordance with GSU's [Access to Student Educational Records \(Policy 12\)](#).

## SECTION FOUR: GENERAL POLICIES AND PROCEDURES

These policies and procedures are not the full and comprehensive policies and procedures of Governors State University. For additional policies and procedures, feel free to visit [www.govst.edu/policies](http://www.govst.edu/policies) or the Governors State University Catalog at [www.govst.edu/catalog](http://www.govst.edu/catalog)

### 4.1 Alcohol, Drug and Violence

Consistent with its educational mission, Governors State University is committed to providing education about the effects of the use of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse of these substances. GSU students are expected to comply with local, state, and federal laws related to the use of drugs, alcohol, and crimes of violence.

GSU has detailed sanctions for those found in violation of this student code of conduct. The University has professional counseling staff in the Academic Resource Center to provide initial counseling assistance to students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. Those students who seek University counseling assistance will also be referred to an appropriate community treatment program for more in-depth assessment and treatment if required. Some alcohol, drug, and/or crimes of violence must be deferred directly to public safety to enforce appropriate charges for their illegal actions.

Parents will receive written notification of the following behaviors associated with the Student Conduct (Policy 4) Code of Conduct:

1. Violation 1: The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance including prescription or over the counter medications, **and/or**
2. Violation 9: Except as otherwise provided in University policy, the sale, delivery, possession, distribution, and consumption of alcoholic beverages in or on any property owned, controlled or used by Governors State University, including residence living, **and/or**
3. The student (under 21) was arrested by University Police for DUI, Public intoxication, Minor in Possession or any other drug or alcohol-related incident resulting in citation or arrest, **and/or**
4. The student received medical assistance due to incapacitation, suspected incapacitation, and self-injury.

### 4.2 Volunteer Emergency Worker

Consistent with the Volunteer Emergency Worker Higher Education Protection Act (110 ILCS 122), Governors State University will provide reasonable accommodations for any student who is absent from class due to the performance of her or his duties as a volunteer emergency worker. A volunteer emergency worker is defined in the Volunteer Emergency Worker Job Protection Act (50 ILCS 748) and in most cases would be a volunteer firefighter, emergency medical technician, ambulance driver or attendant, or other first responder.

If an absence is the result of a student's documented performance of emergency volunteer work, an instructor must accommodate the absence within reason. A student who believes that he or she has been unreasonably denied this accommodation may seek redress through the academic grievance procedure outlined in the Institutional Policy Manual.

### 4.3 Civility Policy

As set forth in its Mission Statement, “Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship.”

The faculty, staff, and students of Governors State University, as members of the University community, can expect to be treated with respect and consideration and are expected to treat others in a similar manner.

All members of the community must treat other members with civility and respect, while recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the University community are unacceptable and violate Governors State University’s standard for civility and respect.

Individuals covered by this policy include all members of the Governors State University community (faculty, staff, and students of Governors State University). Contractors and vendors of Governors State University, as well as visitors to the campus are also expected to comply with the requirements of this policy.

#### Violation of the Policy

A University community member who has violated the policy is subject to disciplinary action, which may include separation of the offending party from the University, consistent with established disciplinary procedures.

Non-compliant behavior by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Governors State University.

#### Responsibility to Act

A member of the community who is involved in or witnesses behavior on campus that imposes imminent danger to people or property should immediately contact the Department of Public Safety.

Red Campus Phones:	Direct line to DPS
Yellow Campus Phones:	Red button provides a direct line to DPS
Campus Phones - Emergency:	Dial 911
- Non Emergency:	Dial 4900
Non-emergency - Other Phones:	Dial (708) 534-4900
Dean of Students:	Dial (708) 235-7595

A supervisor, division/department chair, dean, the Department of Human Resources, or the Office of the Provost should be contacted in situations that do not involve imminent danger, for advice on the proper course of action, or to make a complaint.

#### **4.4 Student Grievance Policy and Procedures**

The Student Grievance Policy and Procedure (Policy 5) is applicable to student grievances regarding academic issues, such as faculty and/or administrator's professional judgment related to the issuance of final grades, academic advising, and other academic related matters.

The policy is applicable to student complaints regarding discrimination, harassment, or other unfair treatment related to non-academic issues. For more information and key deadlines for filing a grievance, please visit [www.govst.edu/policies](http://www.govst.edu/policies)

#### **4.5 Demonstration and University Posting Procedures**

Governors State University's demonstration procedures include but are not limited to participating in an on-campus or off-campus demonstration, riot, and/or activity/event that disturbs the normal operations of the University and/or infringes on the rights of other members of the University community. Furthermore, heading or provoking others to interrupt scheduled or regular activities within any campus building is strictly prohibited.

##### Student Affairs Posting Procedures

Prior approval by the Office of [Student Life](#) is required to post materials on [Student Life bulletin boards](#). Types of material which may be posted include, but are not limited to: event notices of activities offered by the Student Life Unit, events and activities sponsored by recognized student groups and organizations, events and activities offered by Governors State University or their associates (e.g.: FSI, Follett Bookstore), non-profit events and activities of interest to Governors State University students, and direct service items considered on a case-by-case basis.

Approved items must have a Student Life unit date stamp and authorized initials/signature, which may be obtained in the Office of Student Life (A2100). Materials are displayed within 48 hours of submission.

Due to limited board space, full exposure for very large, double-sided, or bi-fold pieces cannot be guaranteed on Student Life bulletin boards. Student Life may remove unauthorized or outdated material on a daily basis. The maximum posting time for any material posted is 30 days.

#### **4.3 Campus Safety**

##### Students Right to Know

*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:*

Establishing and maintaining a safe and secure environment for our staff, students, and visitors is of primary importance to Governors State University. As part of this commitment and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, the Campus Security Report is available for review on the web at [www.govst.edu/cleryact](http://www.govst.edu/cleryact) and in printed form at [Department of Public Safety \(DPS\)](#), located on the University's main campus, Room C1375.

### Missing Student Notification Procedures

Governors State University strives to offer the safest learning environment for all members of the campus community. The *Higher Education Opportunity Act of 2008* requires all institutions of higher education to establish a missing student notification policy for students that reside in on-campus housing. The Act requires such institutions to ensure that on-campus residential students have a process for which they can register confidential contact person information as well as procedures for implementation of this policy. For more detailed information, please visit the [University Housing Handbook](http://www.govst.edu/housing) at [www.govst.edu/housing](http://www.govst.edu/housing).

### **4.4 Other GSU Student Resource Guides**

#### *Student Clubs/Organizations Manual*

All recognized student clubs/organizations are entitled to certain procedural rights and guarantees in the student code of conduct process. For more detailed information about club/organizations expectations and procedures please visit the Student Clubs/Organizations/Teams website at:

[http://www.govst.edu/Campus\\_Life/Student\\_Life/Student\\_Clubs,\\_Organizations\\_and\\_Teams/](http://www.govst.edu/Campus_Life/Student_Life/Student_Clubs,_Organizations_and_Teams/)

The Student Clubs/Organization Handbook can be found at:

[http://www.govst.edu/uploadedFiles/Campus\\_Life/Financial\\_Aid/FA\\_Inside\\_Pages/2013-2014%20Student%20Org%20Resource%20Manual.pdf](http://www.govst.edu/uploadedFiles/Campus_Life/Financial_Aid/FA_Inside_Pages/2013-2014%20Student%20Org%20Resource%20Manual.pdf)

#### *Student Housing Handbook*

To learn more about living on campus, please visit the housing website at:

[www.govst.edu/housing](http://www.govst.edu/housing)

The Student Housing Handbook can be found at:

<http://www.govst.edu/housinghandbook>



## SECTION FIVE: STUDENT SERVICES AT-A-GLANCE

Tutoring, Testing, Counseling, Disability Services, Writing Center	Academic Resource Center - B1215 (708) 534- 4090 <a href="http://www.govst.edu/arc">www.govst.edu/arc</a>
Career Services	Career Services - A1120 (708) 235-3974 <a href="http://www.govst.edu/careerservices">www.govst.edu/careerservices</a>
Check cashing	Cashier Office - C1336 (708) 534-4055
Childcare services	Family Development Center - FDC Building (708) 235-7300
ID cards	Student Central - D1400 or C1331 (708) 534-4363
First Generation College Student	Student Enrichment Program – A2126 (708) 235-2845 <a href="http://www.govst.edu/sep">www.govst.edu/sep</a>
International Student Services	International Student Services - C3370 (708) 235-7611 <a href="http://www.govst.edu/ois">www.govst.edu/ois</a>
Getting into your locked car Lost and found Escort to car	Department of Public Safety - C1375 (708) 534-4900 <a href="http://www.govst.edu/Campus_Life/Campus_Safety/Police_Services/">http://www.govst.edu/Campus_Life/Campus_Safety/Police_Services/</a>
Community Standards, Student Concerns, Campus Threat Assessment, Student Advocacy	Office of the Dean of Students - A2134 (708) 235-7595 <a href="http://www.govst.edu/dos">www.govst.edu/dos</a>
Recreation and Fitness	Recreation and Fitness - A1106 (708) 534-4556 <a href="http://www.govst.edu/Campus_Life/Recreation_and_Fitness/">http://www.govst.edu/Campus_Life/Recreation_and_Fitness/</a>
Student Engagement, Student Community Services	Student Life - A2100 (708) 235- 7362 <a href="http://www.govst.edu/studentlife">www.govst.edu/studentlife</a>
Student Military Support	Veterans Resource Center - A2108 (708) 235-7597 <a href="http://www.govst.edu/veterans">www.govst.edu/veterans</a>
New Student Orientation, General Education Advising	New Student Programs - A2120C (708) 235-6819 <a href="http://www.govst.edu/nsp">www.govst.edu/nsp</a>